

**Academic Deans' Council**  
**January 18, 2018**  
**Provost's Conference Room**  
**Minutes**

**Present:** E. Ashworth-King, C. Gascoigne, C. Jones, S. Keith, L. Mayrand, J. Miazga,  
P. Swets, D. Topliff, J. Wegner

**Minutes:**

1. Topic: Minutes from January 11, 2018.  
Minutes approved as amended.

**Announcements**

- The Chancellor's Council Distinguished Faculty Awards will be held Tuesday, January 30 at 3:30 pm in the West Texas Collections lobby area (UC 205).

**Old Business:**

2. Topic: Enrollment (D. Topliff)
  - D. Topliff told members enrollment is up about 350 students based on residential numbers (about 250 undergraduate students and 100 graduate students).
3. Topic: Schedule Build/Class Times (D. Topliff)
  - D. Topliff informed members the President asked him about the status of class start times. He told members to keep in mind the President is checking on this as the schedule build is worked on.
4. Topic: Core Committee/UCC Dates (D. Topliff)
  - D. Topliff sent a pdf of the Core Curriculum Application Guide to members before the meeting. He asked members to share this guide with faculty members.
  - There was some discussion on the component area and how ASU codes courses. The catalog needs to clearly show what is core and what is degree requirements but that can't happen until coding is figured out. The catalog webpages need to match the University Catalog. D. Topliff said ASU must make some changes to be in compliance with transcripts and transfers.

**New Business:**

5. Topic: Syllabi/Blackboard (D. Topliff)
  - D. Topliff said he reviewed the missing syllabi report and most of the syllabi still missing are Dual Credit and distance education courses. He asked members to remind faculty to get the syllabi posted. D. Topliff said per a request by a faculty member eLearning will now send a message out when Blackboard goes live.
  - D. Topliff said the faculty members are required to post syllabi and CV in Blackboard but no other requirements are made at this time on the use of Blackboard. He noted some faculty members use Blackboard extensively and others only meet the bare requirements. D. Topliff asked members for thoughts on making the use of gradebook a requirement. There was some discussion. This item will be on the next Dean's and Department Chairs/Heads meeting agenda.

## **Roundtable**

John Miazga

- Informed members the group of 30 Koreans is now here and will be out at public schools Friday. The international Dean is also here for two weeks. Monday at 4:00 pm is a welcome reception and all are invited. Public school teachers and administrators will also be in attendance.

Erin Ashworth-King

- Informed members the Faculty Senate is looking at new batch of 06 Operating Policies (a lot of them).
- There was some discussion on the President Awards for Service. Right now department chairs are at a disadvantage to win this award because they are judged by higher standards because there is no clarification on what service is normal department chair duties and what is truly above and beyond chair duties.

John Wegner

- Informed members of the need for 10 more faculty members to teach GS 1181.
- All GS 1181 proposals need chair approval and this approval may be sent by email directly to J. Wegner. He asked deans to remind their chairs of this approval requirement.
- Requests are being sent to departments for matrices to pre-build schedules. They are needed now for testing during the summer.
- He reminded members classes need to open with the maximum capacity. No more classes opening with 10 seats and adding capacity as needed.
- Two weeks before NSO is when schedules will start being built. Students will be able to make schedule changes at NSO.
- Training of faculty advisors will be in the spring with 10 sessions being available.

Paul Swets

- A decision on math t-sections needs to be decided. It was briefly discussed at the last meeting to eliminate 1314 t-sections or change them to 1332 t-sections. There was some discussion. It was unanimously decided to eliminate 1314 t-sections and keep the 1324 and 1332 t-sections.

Leslie Mayrand

- Informed members the move into the new building is complete. The Grand Opening will be April 4.

## **Adjournment**